Administrative Coordinator (English-Japanese Bilingual)

人事、経理業務のサポート/未経験からでもOK

募集職種

採用企業名
Eighty Days株式会社

支社・支店
Eighty Days Japan

求人ID
1515934

部署名
Administration

業種
旅行・観光

会社の種類
中小企業 (従業員300名以下)

外国人の割合
外国人 多数

雇用形態
正社員

勤務地
東京都 23区

最寄駅
山手線、　池袋駅

給与
300万円 ~ 450万円

ボーナス
固定給+ボーナス

勤務時間
Full time (9:00-18:00 including 1 hour lunch break)

休日・休暇
Saturday, Sunday and bank holiday

更新日
2026年11月23日 04:00

応募必要条件

職務経験
1年以上

キャリアレベル
新卒・未経験者レベル

英語レベル
ビジネス会話レベル

日本語レベル
ネイティブレベル

最終学歴
大学卒： 学士号

現在のビザ
日本での就労許可が必要です

募集要項

Key Responsibilities:
1. HR Support
- Maintain and manage internal HR information and records.
- Assist employees with work visa applications and related support.
- Serve as a point of contact for internal HR-related consultations and inquiries.
- Support onboarding and offboarding processes, including necessary documentation and procedures.
- Coordinate various HR-related procedures, including health check-ups and stress assessments.
- Liaise with the occupational health physician to manage employee wellness initiatives.

2. Accounting Support
- Process and record journal entries in the accounting system.
- Manage internal cash flow and account information, ensuring timely updates.
- Support management accounting activities, such as preparing reports and tracking budgets.
- Assist with general administrative tasks related to accounting operations.

3. Administrative Duties
- Manage correspondence, filing, and data entry for both HR and Accounting functions.
- Coordinate meetings, maintain team calendars, and assist with internal communication.
- Support other tasks and projects.

スキル・資格

Requirements:

- English: working proficiency (comfortable reading and speaking)
- Japanese: native-level
- Strong organizational skills and the ability to multitask effectively.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) or equivalent software.
- Excellent communication skills and a professional demeanor.

Other desirable skills:

- Experience or knowledge in HR or accounting is a plus but not required.
- High level of discretion and the ability to handle sensitive information with confidentiality.

Compensation:

- (negotiable) 250,000 – 350,000 (negotiable)/month
- Starting at 10 days holiday

Work hours:

- Full time (9:00-18:00 including 1 hour lunch break)
- Monday to Friday

- Holiday:
    - Japanese bank holidays

会社説明